

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Direct Support Professional I

Class Code: 70345

A. Purpose:

Carries out individual training, behavior management, and therapy programs from a variety of therapeutic disciplines to ensure that each person will develop to their fullest potential.

B. Distinguishing Feature:

The Direct Support Professional I provides direct care services and conducts daily individualized training programs; and provides information at annual staffing where parents, guardians, and professional disciplines determine goals and objectives for people throughout the next year. The Direct Support Professional II serves as a lead worker for the module and has the authority to reschedule times and programs for themselves and Direct Support Professional I's to ensure individualized training is completed or serves as an instructor to adolescents in the Turtle Creek Program located at the South Dakota Developmental Center.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides direct personal care for people served and implements Activities of Daily Living (ADL) programs to ensure good health and hygiene.
 - a. Wakes individuals.
 - b. Escorts people to meals and assists with meals when necessary.
 - c. Assists with personal hygiene such as shaving, bathing, and dressing.
 - d. Assists people with toileting tasks.
 - e. Helps people do their laundry.
 - f. Obtains and records vital signs.
 - g. Escorts people to appointments and activities.
 - h. Observes people for unusual symptoms and reports to medical staff.
 - i. Assists people with personal telephone calls and letters.
2. Observes, records, and reports behavior and intervenes with behavior treatment plans as needed to ensure the safety of people residing at SDDC and provides supporting documentation for treatment plans and programs.
 - a. Reads and discusses treatment plan goals with people.
 - b. Provides support and motivation by talking with people.
 - c. Participates in close observation of people as assigned.
 - d. Redirects unacceptable behavior if possible and applies physical restraint per behavior treatment plans.
 - e. Searches for missing people.
 - f. Initiates emergency procedures.
 - g. Records behavior data for progress notes.
3. Conducts individual and group speech, physical, occupational, and/or recreational therapy to assist people in developing skills in these areas.
 - a. Carries out prescribed therapeutic techniques and procedures.
 - b. Utilizes adaptive equipment for treatment and other activities.
4. Participates in dorm maintenance to provide a clean, comfortable environment.

- a. Cleans and decorates and/or assists people with their rooms.
 - b. Fills out requisitions for supplies and clothing needed by people.
5. Documents activities during each shift to provide information to medical staff and co-workers on other shifts.
 - a. Meets with staff coming on and going off duty to exchange information.
 - b. Maintains charts of daily activities and completes monthly data probes.
6. Performs other work as assigned.

D. Reporting Relationships:

This position does not supervise, but may provide training to new employees.

E. Challenges and Problems:

Challenged to learn about people in order to know how to manage and motivate them and recognize unusual behavior. This is difficult because of the numbers of people and diversity of behavior problems. Also challenged to implement treatment plans correctly when dealing with maladaptive behaviors and to redirect or restrain people when they become aggressive or self-abusive.

Problems include recognizing manipulative and maladaptive behavior, caring for resistive people, determining appropriate level of intervention, and dealing with equipment malfunctions and adaptations.

F. Decision-making Authority:

Decides when behavior and physical condition should be charted or reported to medical staff, when behavior needs to be redirected or if physical restraint is necessary in an emergency situation or as part of a person's behavior treatment plan, whether a person needs assistance with personal care and how much, whether to summon assistance, priority of daily work activities that are not related to someone's personal treatment, and recommends changes to treatment plans.

Decisions referred include daily work assignments, what should be included in treatment plans, medical needs, and changes to procedures for implementing treatment plans.

G. Contact with Others:

Daily contact with medical staff to receive directions on medical care and foster grandparents who accompany someone for a part of the day.

H. Working Conditions:

Works with people who are unpredictable, physically aggressive and self-abusive; exposed to physical and mental demands including back and muscle strain, constant kneeling, squatting, twisting, and bending; lifts and repositions people who are unable to help themselves; performs personal care and hygiene chores; and works a variety of shifts.

I. Knowledge, Skills and Abilities:

Knowledge of:

- techniques used in conducting training programs for developmentally disabled people;

- facility routine;
- basic health care and therapy theories;
- physical and emotional needs of people served.

Ability to:

- follow established policies and procedures;
- carry out procedures of treatment plans with people;
- accurately observe and report someone's behavior and other responses to treatment;
- establish and maintain good working relationships with staff and people served.